

**STUDENT EMPLOYEE TIME SHEET
EMORY & HENRY COLLEGE**

Student Printed Name: _____

Student ID: _____

Department: _____

Pay Period: (Month) (Year)

Payroll Use Only:	
_____ Hours	_____ Department
_____ Hours	_____ Department
_____ Hours	_____ Department

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Time In:																
Time Out:																
Time In:																Cum. Total:
Time Out:																
Hours:																

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Time In:																	
Time Out:																	
Time In:																	Cum. Total:
Time Out:																	
Hours:																	

<p>Student Signature:</p> <p>I certify that I have worked the number _____ of hours indicated above.</p> <p>_____</p> <p align="center">Signature</p> <p>_____</p> <p align="center">Date</p>

<p>Supervisor Signature:</p> <p>I certify that this student has worked _____ hours as indicated above and all work was performed in a satisfactory manner.</p> <p>_____</p> <p align="center">Signature</p> <p>_____</p> <p align="center">Date</p>

Time sheets are due by noon the first working day of the month. Time sheets may be turned in to the Office of Business and Finance (Wiley Hall). Questions regarding student employment payroll should be directed to Pat Taylor in the Office of Business and Finance or extension 6814. Submit time ONLY for pay period due and in 1/4 hour increments.